

Montgomery County CERT Steering Committee Meeting Minutes

October 7, 2013

Steering Committee Members in Attendance

Greg St. James, Program Manager
Steve Peterson, President
Carl Brill, Vice President
Tricia Laut, Secretary/Treasurer

Denise Gilmore, HR Coordinator
Jay KapLon, IT Coordinator
Tom Smith, Operations Coordinator

Patrick Benko, Social Media Coordinator
Jenna Agee, Dep Outreach Coordinator
Ken Ow, Logistics Coordinator

Also in Attendance

Christopher Frechette
Mike Slingtuff

David Contois

David Steele

Program Manager Updates

- Shirts – Greg is giving out the maroon re-purposed long & short sleeved polo shirts to any deployable members. Greg will bring the tan CERT tees to the General Meeting for anyone in need.
- The order for 10th Anniversary polo's has been placed this week.
- MCFRS has made a call for volunteer hours due next Monday. This will include training hours, meetings, other training and deployed hours for 2013. We may also use these details on our website and future General Meetings.

Officer Updates

- MC CERT ID – the final policy is only one ID can be given, so if someone already has one for another Montgomery County department, they do not need to apply for an MC CERT ID.
- Greg and Steve are meeting with Chief Hinde, seeking assistance for arranging the 10th Anniversary CERT Party and will report back soon.

Coordinator Updates:

Outreach

- Jay and Jenna met re Storm Camp approach, to be further discussed with Greg offline.
- Greg, Kathee & Jenna attended the Citizen Corps event 9/20
- There was no CERT presence at the CART/Red Cross exercise
- Tom Smith or others may be available to attend the Open House at Burtonsville F.D. this Saturday
- Jay & Jenna working on outreach calendar for Winter/Spring. May be able to piggy-back on details from other calendars such as Red Cross. Looking to include more Immigrant and Safe Community efforts.
- 10/08 Safety Day – Gaithersburg. Greg will be attending, others welcome

Training

- Next CERT BASIC Training Class dates set January 15-February 15 (Wed/Sat)
- New training process put in place and Kathee is happy with how it is going.

- Greg is looking for volunteers to work ad hoc on a Triage protocol that MC CERT will develop with Fairfax CERT. Hopefully, we can come to one mind on what the process should and will be at future events.
- Guest speaker for this Thursday's General Meeting will be Ben Koshy, discussing CapShield performance this year. There are photos to share from CapShield.
- CPR – Greg and Cynthia are working to finalize problems obtaining the cards for completion of the classes. They are working with our OEM rep as well to overcome budget/grant problems.

Logistics

- The new supply room is in use at PSHQ.
- Greg asked for assistance to get the final items from the COB to the PSHQ store room before the next Steering Committee Meeting.

Communications:

- The Emergency Communication Plan is coming along. Carl, et al, have some needs to be answered before it is released. There was discussion on what we need to know in CERVIS – who is deployable, how to contact them, when they are available, and how to group for nearest to need. Greg agreed zip code is likely the best grouping method, rather than Battalion.
- The procurement of 10 MURS radios completed and radios received, tested and in the new supply room at PSHQ. Carl will set up a pattern to arrange to have the radios fully charged periodically, rather than leave them on charge constantly.

Human Resources:

- Status of HR documents being transferred from Carol to Denise – completed.
- Denise is to review what is in the boxes by COB Friday, so that a date can be set to complete entry of pertinent information in those documents into CERVIS
- All documents will then be housed in the PSHQ supply room file cabinets for access as needed.
- Access to CERVIS to be provided tonight for Denise, along with training instructions.

Information Technology

- SMS/Text Costs are too high at this time for our needs. We will continue with emails/calls.
- Replacement of website Calendar to link to the CERVIS calendar will be underway. Members will be able to see items for Outreach but need CERVIS sign-in to go further.
- CERVIS-fields for PIMS/County ID a success
- We will start testing sign in on laptops as soon as the software has been put onto the computer. We'll start with sign-in at the Steering committee meetings which is limited.
- There was discussion on how CERVIS can notify, call after hours, notify for meetings, etc. This process isn't completely ready yet, but notices of meetings are going out and linked to the CERT website.
- IAR and ACTIV data has been transferred to CERVIS. Steve and Jay have only a few queries to follow up with.

Operations:

- CapShield '14 was well attended by MC CERT
- Some of the public pictures were shown to those at the Steering committee meeting and there will be slides of these at the presentation on CapShield '14 Thursday at the General Meeting.

Social Media:

- Patrick is reactivating Constant Contact now that our funding has come through.

Appendix A: Steering Committee Meeting Action Items

July 2013

- Insert Social Media Coordinator role and responsibilities content into P&P – (?)

June 2013

- Begin development of Operational procedures for incorporation into the P&P (Tom)
- Begin development of Communication procedures for incorporation into the P&P (Carl)
- ~~Identify volunteers to assist with potluck party coordination (Steve)~~
- ~~Provide revised price quote for radios (to include ear piece) to Steve (Carl)~~
- ~~Discuss November/December 2013 Teen CERT training offering with Officers and Greg (Kathee)~~

May 2013

- ~~Find Jay W. a deputy Outreach Coordinator (Greg and Steve)~~
- Discuss with Kathee whether or not MCCERT could begin signing their own certificates like they use to (Greg and Steve)
- Volunteer Management Software Solution by CERVIS (Steve and Jay)
 - ~~Determine categories of members (trained, deployable, in training, etc.)~~
 - Ensure CERVIS becomes the primary membership database for storing member data
 - ~~Determine statuses for trainees and members (e.g., in training, active, inactive, etc.)~~
 - Determine all the various sources for member data and consolidate into CERVIS (Google docs, Activ, IAR, Excel spreadsheets, etc.)
 - President and IT Coordinator need access to Activ and ALL other sources prior to CERVIS deployment

April 2013

- ~~Request organizers for the MCCERT 10 Year Anniversary Party at the General Meeting – (Steve)~~
- Identify photos and re-write brochure and submit to MCOEMHS for printing – (Greg)
- Identify dates/times to train hand-selected MCCERT members on green screen usage – (Greg)
- Develop the role and responsibilities for the new Social Media Coordinator position – (Steve)
- Contact Carol to identify when the Activ system stopped being used – (Steve and Rick)